



ASSOCIATE CHIEF DEPUTY COMMISSIONER,  
BOARD OF PRISON TERMS  
(Currently known as Board of Parole Hearings)

Final Filing Date: November 6, 2008

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority and California Prison Health Care Services [Plata])

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES  
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:  
Department of Corrections and Rehabilitation Department of Corrections and Rehabilitation  
Office of Selection Services Office of Selection Services  
P.O. Box 942883 1515 "S" Street, Room 522-N  
Sacramento, CA 94283-0001 Sacramento, CA 95811  
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS November 6, 2008 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during January/February 2009.

SALARY RANGE(S) As of: June 5, 2008  
\$7,359 – \$8,911

MINIMUM QUALIFICATIONS

Either I  
Experience: Two (2) years of experience in the California state service performing the duties of a Deputy Commissioner, Board of Prison Terms (currently known as Board of Parole Hearings - BPH).

Or II  
Experience: Five (5) years of experience in the field of administrative or criminal law which included the presentation of evidence and examination of witnesses before a quasi-judicial administrative body, or trial court, or in the conduct of quasi-judicial hearings in the capacity of hearing officer. (Experience in the California state service applied toward these requirements must include one year in a class comparable in level of responsibility to Staff Counsel, Range D.); and  
Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two (2) years of the required education on a year-for-year basis.)

Or III  
Experience: Five (5) years of administrative or supervisory experience in a parole or correctional administration program, including some experience in an administrative hearing-related capacity. (Experience in the California state service applied toward these requirements must have been in a class comparable in level of responsibility to a Parole Administrator II.); and  
Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Special Personal Characteristics: Demonstrated interest in adult offenders; demonstrated understanding of and sympathy for the aims and policies of the BPH and the CDCR; willingness to travel throughout the State; willingness to work long hours; tact, high moral standards, patience, and emotional stability.

MINIMUM QUALIFICATIONS (CONTINUED)	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b>NOTE:</b> Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.</p>
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EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>
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Qualifications Appraisal -- Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Purposes, activities, and responsibilities of the Board of Prison Terms (currently the Board of Parole Hearings - BPH) and the Department of Corrections and Rehabilitation (CDCR)

2. Laws and court decisions pertaining to the functions of the BPH and the CDCR

3. Principles, techniques, and trends in administrative due process of law

4. Functions and procedures of the court system of the State of California and law enforcement agencies as related to criminals

5. Principles of personnel management and supervision

6. The Department's Equal Employment Opportunity (EEO)Program objectives

7. A supervisor's role in the EEO Program and the processes available to meet EEO objectives
- B. **Ability to:**
1. Identify, investigate, and report on problems or situations relating to the policies or procedures of the CDCR as they relate to the BPH

2. Interpret and apply laws and court decisions pertaining to the functions of the BPH and the CDCR and the rules of the BPH and the CDCR

3. Evaluate sociological, psychological, psychiatric, and vocational findings and recommendations

4. Extract from case records pertinent facts and data and present them in a clear, concise manner

5. Conduct fair and impartial hearings and prepare appropriate findings

6. Direct a group of Deputy Commissioners responsible for conducting hearings and performing other duties

7. Review and evaluate hearing decisions made by Deputy Commissioners

8. Establish and maintain cooperative working relationships with private and community agencies, officials, and staff members

9. Analyze situations and take effective action

10. Gather, record, and evaluate pertinent and meaningful statistics and reports

11. Communicate effectively

12. Effectively contribute to the Department's EEO objectives

**If conditions warrant**, these examinations may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires <b>24</b> months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>An <b>Associate Chief Deputy Commissioner, Board of Prison Terms</b> (currently known as Board of Parole Hearings), under administrative direction of the Chief Deputy Commissioner, Board of Prison Terms (currently known as Board of Parole Hearings), has complete responsibility to plan, organize and direct the activities of Deputy Commissioners conducting hearings and performing related duties throughout the State; to assist the Chief Deputy Commissioner in special assignments; to participate in the development, implementation and evaluation of Board policy related to the hearings programs; to conduct quasi-judicial administrative hearings on a limited basis; and, as assigned, in the headquarters office, to function as assistant to the Chief Deputy Commissioner; and does other related work as required.</p> <p>Position(s) exist statewide within the Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points and career credits are not granted in promotional examinations.</p>
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GENERAL INFORMATION

**It is the candidate’s responsibility** to contact the Department of Corrections and Rehabilitations’ Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**